



Hospitality Coordinator - The Kalamazoo Civic Theatre seeks a highly motivated self-starter with good communication skills to join our staff in a part-time capacity. Position has variable hours. In addition to overseeing all events that involve catering, the responsibilities include; the creative set up of the décor in the lobbies and lounges of all theatres, and supervision/coordination of hospitality volunteers. Must be able to lift 40 lbs, independently plan a work day, and manage several ongoing projects effectively. High school diploma required. The full job description and application can be found online at www.kazoocivic.com or in the Business Office at the Auditorium at 329 South Park Street Kalamazoo, MI 49007. EOE. Cover letter, resume and application can be emailed to lmcleod@kazoocivic.com.